



Senior Social Worker

Department: Social Services

Class Code: 4125

EEO Code: 22

FLSA: E

Effective: 01/12/1994

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in developing and implementing individualized service plans involving the application of casework methods and skills; handles most difficult and sensitive cases; may supervise Social Worker and Social Worker Aide positions; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Renders specialized and difficult casework services; interviews individual and family members to gather data on social, health, emotional and economic problems; assesses needs and strengths; works with individual and family to formulate service objectives and identify actions needed to solve problems; develops appropriate service plans; initiates Purchase of Service Orders and coordinates and monitors purchased services; counsels individuals and families; may provide individual, group and family therapy; receives and investigates referrals of suspected child and adult abuse and neglect, and determines the appropriateness of these referrals; recruits, assesses and develops homes for adoption, child and adult foster care and day care programs; conducts independent adoption investigations to determine the suitability of petitioners to adopt; participates in court proceedings as needed; educates the professional community and the general public on agency programs and policies; prepares statistical reports; maintains records; acts as unit supervisor in his/her absence; may supervise Social Workers, Social Worker Aides and student interns; may serve in special program areas; may be on-call for emergencies twenty four hours a day, including weekends; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principles, practices and techniques of social work; of available community resources; of applicable state and federal laws; of effective supervisory principles and practices. Some knowledge of applicable computer systems and software packages.

Considerable skill in establishing good working relationships with families and in securing appropriate information by direct or collateral interviews; in utilizing department and community resources; in maintaining case records and in keeping a variety of other records; in preparing regular and special reports. Ability to make home visits; to climb stairs for entry into homes/apartments; to lift small children.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a baccalaureate level major in social work or related human service field and three years of social work experience or an equivalent combination of training and experience. MSW degree preferred. Must possess a valid Virginia vehicle operator license.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
